Data Protection and Record-Keeping Policy

Introduction:

This policy was formulated by Staff and Board of Management of St Patrick's National School. The purpose of the policy is to identify the records required to be retained by the school and to ensure confidentiality and manageable procedures in relation to access to such records by parents and stake holders.

Rationale:

- A policy on data protection and record keeping is necessary to ensure that the school has proper procedures in place in relation to accountability and transparency
- It is good practice to record pupil progress so as to identify learning needs
- A policy must be put in place to ensure a school complies with legislation such as;
    - Education Act, Section 9g requiring a school to provide access to records to students over 18/parents
    - Education Welfare Act – requiring a school to report school attendance and transfer of pupils.

Relationship to School Ethos:

St. Patrick's National School promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring environment through which a child can develop and grow to his full potential.

Aims/Objectives:

- To ensure the school complies with legislative requirements
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies
- To put in place a proper recording and reporting framework on the educational progress of pupils
- To establish clear guidelines on making these records available to parents and past pupils who are over 18
- To stipulate the length of time records and reports will be retained.

Guidelines:

The Principal assumes the function of data controller and supervises the application of the Data Protection Act within the school. The data under the control of the Principal comes under the following headings.

1. Personal Data:

This data relates to personal details of the students e.g. name, address, date of birth, gender, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN, contact details, parents names etc. (This list is not exhaustive). These are kept in St. Patrick's National School in a locked filing cabinet and/or the Aladdin school management system and/or Primary Online Database.

2. Student Records:

Student records are held by each class teacher (on Aladdin and some hardcopies) and a master copy is held in each pupils file. Student records contain Name, home address, gender, religious belief, racial/ethnic origin, medical card details, psychological reports, assessment reports, medical details, and dietary requirements, PPSN, academic results, previous education details, IQ results, attendance records, details of payments/contribution, parents/guardians names, contact details etc. (List is not exhaustive).

Digital copies are stored on the office computer. These records are "backed-up" on an external hard drive which remains in the office at all times. Google Drive is also used and the school is transitioning away from storing documents on hard drives and moving towards cloud based storage i.e. Google Drive (Education edition)

Student records may contain (this list is not exhaustive):

- Personal details of the student
- Medical sensitive data
- School report cards
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments etc.
- Standardised Test Results

- Attendance Records
- Screening Test such as MIST and NNRIT
- Teacher – designed tests.
- Diagnostic Tests Reports
- Individual Education Plans
- Learning Support/Resource Data such as records of permission/refusal to access LS/RT services in the school,
- Portfolios of student work e.g. Art
- Details of behavioral incidents or accidents.
- This list is not exhaustive.
- A red sticker is placed on a student's file if there is data that only the DLP should have access to. If another staff member requires access to this file the DLP personally hands the document to the teacher and returns it to the file.

3. Staff Data

This data relates to personal and professional details of the Staff such e.g. name, address, date of birth, contact details, payroll number, attendance records, qualifications, school records, sick leave, CPD, curriculum vitae, school returns, classes taught, seniority and supervision payments, Teaching Council registration, Garda Vetting docs., etc. (This list is not exhaustive.)

4. Administrative Data:

- Attendance Reports, Roll Book, Registers
- Accident Report Book
- Policies
- HSE files
- Board of Management files
- Accounts
- Records of meetings with parents (each teacher records such meetings/incidents in a notebook in their own room)
- Staff meeting records.

Access to Records:

The following will have access where relevant and appropriate to the data listed above;

- Parents/guardians – see Appendix 1 from CPMSA outlining details of access
- Past pupils over 18
- Health Service Executive (tick box on enrolment form – see Enrolment Policy)
- Designated school personnel
- Department of Education & Skills
- First and second-level schools (where relevant).

A parental authorisation form must be completed by parents in the event of data being transferred to outside agencies such as health professionals etc. Outside agencies requesting access to records must do so in writing giving seven days notice. In certain cases permission may not be required from parents/guardians. Advice will be sought prior to such a data transfer. Parents/Guardians can make such a request either by phone, email or in writing. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorization through the same procedures.

Storage:
All records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21. These records are stored in a locked filing cabinet or in year based storage boxes in a secure room. Staff records are also stored in a locked filing cabinet. School policies are stored on the shelves in the office.

A pupil profile and selection of records are held by each teacher in his/her individual classroom and passed on to the next teacher as the child moves to the next class.

All completed school roll books are stored in the Deputy Principal's room. Digital roll books are now stored on the Aladdin platform.

Physical Safety:
Computerized records, systems are password protected. Records are backed up to an external hard drive which remains in the office at all times except

those that on cloud based storage systems used by the school. This external storage is not password protected but remains in the office at all times and is stored in a locked filing cabinet.
Access to these stored files is restricted to authorized personnel only.

Computerized records, systems are password protected. Records are backed up to an external hard drive.
Physical safeguards:
Premises alarmed and monitored when not occupied. CCTV system installed (see CCTV Policy). Access to files restricted to authorized personnel only.
Technical safeguards: Systems are password protected and anti-virus software is in use: a firewall is used to protect systems connected to the Internet.

Roles and Responsibilities:
The school staff, under the direction of the Principal will implement and monitor this policy. Individual teachers will design, administer and record all in-class testing. The Principal will ensure records are maintained and stored, particularly the records of students transferring to another school. The school undertakes to inform schools (primary/secondary) that a child is transferring to if he/she is in receipt of Language Exemption.

Implementation Data:
This new policy is effective from 11th February 2013.

All records held from before that date will continue to be maintained in the school.

Ratified by B.O.M

Chairperson: _____

Date: _____

Reviewed: _____

St. Patrick's National School

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